

## Handbook for Chapter 7 Trustees, July 1, 2002 Updates

### Instructions for Inserting the Revisions

<u>Description</u>	<u>Page(s)</u>	<u>Comments</u>
Cover sheet	—	Replace with July 1, 2002, cover
Letter from Director	i	Replace with July 1, 2002, letter
Table of Contents	ii-vi	New table of contents replaces the existing table of contents in its entirety
<u>Chapter 6, Duties of a Trustee</u> ECF changes to Transmission of Documents	6-13	Replace existing page
<u>Chapter 7, Section 341(a) Meetings</u> § 341 (a) meeting changes for verification of Debtor ID and social security number	—	Replace with new Chapter 7
<u>Chapter 8, Administration of a Case</u> 1) Case citation change in tax section	8-7 to 8-8	Replace existing page
2) New case progress review procedures	8-41 to 8-42	Replace with new pages 8-41 to 8-42.1
<u>Chapter 9, Financial Policies, Procedures and Reporting Requirements</u> ECF, UTC, bank caption, and interim reporting changes	—	Replace with new chapter 9
<u>Chapter 10, Compliance Measures</u> Interim reporting change	10-2	Replace with new chapter 10
<u>Forms and Instructions</u> UTC and interim reporting changes	—	Replace with new section
<u>Sample Case</u> UTC and interim reporting changes	—	Replace with new section
<u>Appendices</u> A – Questions for § 341(a) meetings		Replace existing section
D – Segregation of duties		Replace existing section
H – Declaration Regarding Administration of Oath		New
I – Notice of Correction of Social Security Number		New
J – Notice to UST of Debtor ID Problem		New
Index and Table of Authorities		Replace existing section



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MEMORANDUM

TO: All Chapter 7 Trustees

FROM: L. Charmayne Mills, Assistant United States Trustee

DATED: June 27, 2002

SUBJECT: *Amendments to the Handbook for Chapter 7 Trustees*

Attached for your information and review are copies of amendments to the ***Handbook for Chapter 7 Trustees ("Handbook")***, as well as instructions for inserting the revisions into your three-ring binder. The revised pages have been designed to replace existing pages in the Handbook. Simply insert the new pages and discard the old pages. Additionally, a Summary of Changes is enclosed for your information and reference. The Handbook notes that the changes are effective July 1, 2002, but many have already been implemented.

If you have any questions, please contact your respective analyst or me.

Attachments

cc: Maureen A. Tighe, United States Trustee  
Terri H. Andersen, Assistant United States Trustee  
Carol A. Osborne, Regional Bankruptcy Analyst  
Trial Attorneys - L.A.  
Chapter 7 Administrative Staff - L.A.